

CHIEF OF CONSTRUCTION MANAGEMENT

GRADE: 26

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Chief of Construction Management performs difficult professional and difficult administrative work managing and monitoring construction contracts for the Department of Public Works. The work requires contacts often with persons of importance and influence involving considerable tact, discretion and persuasion to obtain desired results. Physical demands are light and the work requires considerable mental effort and stress from handling multiple projects and meeting deadlines. The work is subject to functional policies and goals under general managerial direction of the Director of Public Works and has serious consequences. The incumbent participates with others in program development, service delivery and supervises engineering technicians engaged in inspection, administration, and monitoring of construction projects.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Manages, supervises and administers execution of all Public Works construction contracts for the City.
- Reviews construction drawings, specifications and contracts to ensure adherence to codes, policies, practicality and acceptable engineering practices.
- Reviews and processes appropriate payment to contractors.

- Meets with contractors and negotiates change orders and revisions to construction projects.
- Performs difficult engineering calculations and reviews engineering work submitted by constructing engineers for approval purposes.
- Manages bonded construction work through construction permits issued to builders and developers, tracking progress of the work and issuing release of bonds and surveys when all work is completed.
- Supervises engineering technicians who act as construction inspectors. Reviews daily, weekly and other work reports from staff. Instructs staff on new techniques in construction methods and materials testing, reviewing their work for reliability, providing them with comments, suggestions and direction.
- Manages the asphalt maintenance, concrete maintenance, storm water management maintenance and other contracts, determining the schedule of which streets, curbs, sidewalks, storm water ponds and facilities are to receive work and when. Writes detailed specifications for work done under these maintenance projects.
- Meets with citizens, business owners and others as necessary to review and discuss projects, problems and concerns of mutual interest. Appropriately addresses issues and solutions to problems.
- Prepares the Division's annual operating and Capital Improvements Plan budgets.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in Civil Engineering and six years of progressively responsible experience in Civil Engineer Design and Construction Management, including at least three years of experience in Public Works Inspection and Supervision of Engineering and/or Inspectional staff. Must be a registered Professional Engineer or become registered with the State of Maryland within one year of employment. Must possess an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of construction and inspection methods, techniques, and materials relating to public works construction.
- Knowledge of construction standards and specifications and of applicable regulations and codes of the City, State and public utilities.
- Knowledge of the basic principles and practices of civil engineering, and of topographic and land surveying.

- Knowledge of office management and accounting procedures for keeping accurate record of contract scheduling, quantities, payments, and correspondence.
- Skill in dealing with a variety of individuals and groups, at all levels.
- Skill in Contract Management and Budget Management.
- Ability to plan and assign work to engineers and technicians in a manner conducive to full and timely completion of the project.
- Ability to read and interpret construction plans, specifications, and details and to quickly and accurately compare them with work in progress.
- Ability to identify flaws and defects in public works construction in a timely manner and to direct effective corrective measures thereto.
- Ability to deal in a firm, fair and tactful manner with developers, permit holders, contractors, and the general public contacted in the course of project construction, occasionally under contentious circumstances.
- Ability to establish and maintain good working relations with others.
- Ability to communicate clearly and concisely, both orally and in writing.